



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
April 14, 2021**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, April 14, 2021 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairman/Community Development Director Steve Pash called the meeting to order at 9:31 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairman/Community Development Director Steve Pash, City Engineer Jim Monahan, Building Official Skip Nemecek, and Assistant City Manager for Public Services Jon Williams.

Others: Dan Langley, Assistant City Attorney; Art Miller, City Engineering Consultant; Rob Heaviside, Senior Engineer; Kelly Carson, Urban Designer; Shane Friedman, Senior Planner; Chad Morrill, IT Director and Edlyn Gonzalez, CSR.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on March 31, 2021.

Motion by Assistant City Manager for Public Services, Williams to approve the above minutes. Seconded by, Building Official Nemecek; the motion carried unanimously 4-0.

DRC BUSINESS

Agenda Item #3: Smith Street Sheds – Site Plan

Smith Street W - 29

JMC Building and Properties LLC

Rick Stephens of JMC Services, applicant for the project, was in attendance for discussion. The following items were reviewed and discussed:

PLANNING COMMENTS

7. **Please provide an opaque visual screen for the sheds (fence, landscaping, etc.) to screen the sheds from the street(s).** Applicant is to provide details in the resubmittal.
8. **Please provide more clarification about the proposed use of the sheds & property:**
Applicant confirmed use for file and equipment storage. No chemicals.
 - a. **Will any walkways or driveways be needed to access the sheds, if used for loading/unloading materials associated with the janitorial business?** Applicant is considering a brick paved walkway.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Site Plan for staff review. Building Official Nemececk, seconded; the motion carried unanimously 4-0.

Agenda Item #4: WG Plant, LLC – Site Plan

Plant Street E - 646
WG Plant, LLC

Don Wingate, applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

3. **All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inside of bollards and gate hardware), and access by solid waste vehicles. Coordinate additional requirements (location, compactors, etc.) with Public Services Department, Solid Waste Division.** Applicant confirmed with Staff that requirements have been met.

Motion by City Engineer Monahan to approve the Site Plan as shown. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

Agenda Item #5: Palm Coast Collision – Site Plan

Carter Road - 933
Palm Coast Enterprises LLC

Tom Ramsammy of Palm Coast Collision and Albert Flores; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

4. **Sheet C-004 – Grading & Drainage Plan:**
 - a. **Provide easements for cross access to the north and drainage to the east; to be recorded prior to issuance of the certificate of occupancy.** Staff reiterated a cross

access agreement is necessary.

9. **Streetlighting, both internally and on all street frontages, is required pursuant to City Code – dark skies lighting is required. A photometric plan has been submitted for review by the Planning Department.** Applicant will discuss photometric plan with Staff at a later time.

PLANNING COMMENTS

14. **Sheet L.01: The canopy trees along the southern landscape buffer are grouped too tightly. Please space the trees out along the landscape buffer at 50' on center.** Applicant asked for an exemption on the landscape buffer. Staff will consider.
15. **The site plan is showing that the drive aisle on the southern portion of the property is now one-way. This hinders the ability of the property owners to the east to leave their property efficiently and requires them to traverse around the proposed building. The drive aisle must be expanded back to 22' wide in order to allow for two-way traffic.** An outside meeting will take place for discussion on this item.

PUBLIC SERVICES COMMENTS

18. **Dumpster detail does not include any bollards. As such, please have the applicant revise the dumpster enclosure detail to provide a 12'Wx 12D' minimum inside clearance each way for a single enclosure (excluding the offset from the back wall of the enclosure to bollards).** Applicant will note dumpster details on the plans.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Site Plan for another full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

Agenda Item #6: Habitat for Humanity – Final Plat

Center Street – 275

West Orange Habitat

Marilyn Hattaway; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

CITY ATTORNEY COMMENTS

1. **The City will need to convey the property to West Orange Habitat for Humanity, Inc. before this plat can be approved and recorded.** A separate meeting will take place to discuss with City Manager, Bollhoefer.
2. **Please submit a revised declaration of shared use, maintenance, and easement for review. The revised declaration should address the joint use and maintenance of the easement areas by the lot owners without a homeowner's association since the HOA requirement has been waived for this proposed subdivision.** Staff reiterated that a revised declaration of covenants and restrictions is required.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Final Plat for staff review. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

